



Personnel Office:
 Pinkney Hall
 60 College Ave.
 Annapolis, MD
 21401
 p: 410-626-2504

Application for Employment

AN EQUAL OPPORTUNITY EMPLOYER

Full Name _____ Date _____
First Middle Last

Address _____ Telephone _____

City _____ State _____ Zip _____

Position(s) Applied for _____

Have you ever worked for St. John's College? Yes No

Are you 18 years or older? Yes No

What date can you begin to work? _____

Education and Training

Type of School	Name of School City and State	Graduate? Yes or No	Major/Minor Field of Study
High School			
College/University			
Other			

Experience, training, qualifications or skills which you believe make you suited to work for us.

Military Service Record

Branch of Service		Discharge Date	
Duties			

Foreign Languages (list fluent only) _____ Read Write Speak (Check all that apply)

Referral Information

_____ St. John's Website

_____ Employee Referral (Employee who referred you) _____

_____ Other _____



Employment Experience

Please list job history for the last five years (or last three employers). Start with your present status and note any periods in which you were not employed. Include US military service, summer/part-time jobs and cooperative education assignments. This section must be complete even if you submit a resume.

Company Name					
Address		City	State	Zip	Phone
Starting Date	End Date	Job Title			
Salary/Hourly Rate		Name of Supervisor May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Describe the Nature of Work					
Reason for Leaving					

Company Name					
Address		City	State	Zip	Phone
Starting Date	End Date	Job Title			
Salary/Hourly Rate		Name of Supervisor May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Describe the Nature of Work					
Reason for Leaving					

Company Name					
Address		City	State	Zip	Phone
Starting Date	End Date	Job Title			
Salary/Hourly Rate		Name of Supervisor May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Describe the Nature of Work					
Reason for Leaving					



Professional References

Name and Relationship	Phone	Business	Yrs Known

Are you eligible to work in the U.S.? Yes No

Do you now, or will you at anytime in the future, require the College to sponsor you for work eligibility?
 Yes No

Have you been convicted of a crime in the last 10 years? Yes No

If yes, give date, place and offense. (Nature of crime will be considered in relation to the position for which you are applying.)

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY

1. The information that I have provided on this application is true and complete in all respects. I understand that any misstatement, falsification, or omission of information shall be grounds for refusal to hire or, if hired, termination of my employment.
2. I understand that any offer of employment is conditioned on my ability to:
 - a. Provide proof of my identity and authorization to work in the United States;
 - b. If requested, successfully complete a drug test, a skills test, and/or a medical examination if required for the job I am applying for; and
 - c. Authorize and successfully complete a background check.
3. I authorize St. John's College to investigate all information provided by me in connection with my application for employment and hereby release St. John's College and any individuals and/or organizations that provide information on me from any and all liability arising from requesting and/or furnishing such information.
4. I understand that nothing contained in this employment application or in the pre-employment process creates an employment contract between myself and St. John's College for either employment or for the providing of any benefit. I understand that I may terminate my employment at any time without cause and that St. John's College has the same right

IF HIRED, I UNDERSTAND AND ACCEPT THESE CONDITIONS OF MY CONTINUING EMPLOYMENT.

The College does not discriminate in hiring or employment on the basis of race, color, religion, national origin, sex, age, disability, pregnancy, veteran status or any other protected status. No question on this application is intended to secure information to be used for such purpose.

I understand and agree that no representative of the College has any authority to enter into any agreement for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized College representative. I also understand that employment at the College is "at will" unless otherwise defined.

Applicant Signature _____ Date _____